

Denali Training Fund

Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission.

Name of Organization: First Alaskans Institute
Name of Project: First Alaskans Institute 2011 Grant #1252-B
Reporting Period: 6/1/2011 – 9/30-2011
Contact Person: Kristel Komakhuk
Contact Number: 907-677-1710 Email Address: KristelKomakhuk@firstalaskans.org
Expenditures to date: \$113,850.93
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.
Signed by: <u>Kristel Komakhuk</u> Dated: <u>10-4-11</u>

1. In a few sentences, please describe the scope of your project:

First Alaskans Institute provides Alaska Native or rural Alaskan junior, senior, or graduate college students with a 10-week summer internship opportunity. Interns are placed with a partner employer in the students' field of study. Each intern, regardless of location, participates in a series of leadership training seminars.

In order to evaluate the success of the program, FAI maintains annual contact with each intern. We survey interns to determine where they are at in the career path, who they are working for, and to identify any other leadership roles he or she may be in.

2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

Project activities for the 3rd quarter span the remaining weeks of the internship and marks the completion of the 2011 Summer Intern Program. The project objectives were met: assisting Alaska Natives and other rural residents in acquiring the skills and training necessary to participate fully in private sector business and economic development opportunities through fellowships, scholarships, internships, public service programs and other leadership development activities.

This report includes: Leadership Friday agendas, August 9-13 leadership training schedule (as attached) and a summary of site visits/intern communications, graduation, evaluations, and continuous improvement processes and planning for next year's summer program.

Leadership Fridays Schedule and Implementation

In addition to the management level placements at the partner organizations, a critical component of the internship project is leadership training conducted by First Alaskans staff and expert presenters. These "Leadership Friday" sessions were conducted the first and last week, and every other Friday afternoon during the course of the 10-week program.

Five interns were placed outside of Anchorage and participated via teleconference and web-casting. Two were placed in Fairbanks, and the others were placed in Juneau, St. Paul Island, and Yakutat.

Site Visits/Intern Communications

Leadership staff and the President/CEO visited all of the intern work-sites located in the Anchorage area at least once during the 10- week period for mid-session monitoring.

Evaluation and Continuous Improvement

To assess the effectiveness of the program, evaluations were collected and a debriefing session was held with the interns. Staff received input on how to improve future program years.

Interns evaluated each speaker individually. This information will help when identifying speakers in future years. In addition to content and speaker evaluation, interns were asked to evaluate First Alaskans' staff and our communications with each. Interns provided suggestions to improve the logistics, content, and overall program. This information is helpful when planning for the 2012 class.

Evaluations were also completed by the employers. Each evaluation was highly satisfactory. When asked if an employment opportunity arose and/or whether they would re-hire the intern as a regular employee, each stated they would.

Ongoing and regular contact between the leadership development staff, employer/mentor, and intern was maintained throughout the 10-week internship via telephone, email and in-person meetings. There was a 100% completion (20 out of 20 interns) rate.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

Plans for the next quarter are: we will be hosting an intern lunch for all alumni to meet and greet; recruitment planning will begin for employers, interns, and corporate sponsors, and; the 2012 Summer Intern Program Plan will be completed. No funds will be required for the 4th quarter.

4. a. How many are in your training program during this reporting period?

b. How many people have been trained and/or certified to date from this grant?

(Please complete form below.)

There are 20 undergraduate/graduate Alaska Native or rural interns participating in the 2011 Summer Internship Program.

5. Complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete
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Please copy and use another sheet if you need more spaces.

**Please see previous attachment in 2nd Quarter Report.

6. Identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

None. All training was on schedule. However, because only 20 interns were placed and funding was based on 24-28, there were some cost savings. Additionally, there were funds remaining from 2010 which were rolled over into 2011. In 2011, a total of \$113, 850.93 is allocated with Denali Training Funds. A total of \$31,859.54 is being requested to be rolled over into the 2012 Summer Internship Program.

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

Each employer completes a detailed work plan with his/her intern identifying goals/objectives and timelines to be met by the end of the project period. Work plans are designed with each intern's level of competency, skill level, and understanding of the job duties in mind. Interns are pre-screened and interviewed prior to participating in the internship program. Interns are also evaluated both midway and at the completion of the 10-weeks, as well as yearly after participation in the program.

8. Identify areas that we can assist you in the future.

As we move towards becoming more sustainable, we appreciate any assistance in identifying long-term relationships with partner employers and communities for intern placements. We welcome the Denali Commission's suggestions concerning these matters.